

**FRANKLIN COUNTY
DEPT of JOB and FAMILY SERVICES
1721 Northland Park Ave.
Columbus, Ohio 43229**

J O B A N N O U N C E M E N T

POSITION TITLE: Administrative Officer
(Non-Bargaining)

PCN: 100720

DEPARTMENT: Development Support Services

P. R.: N17

REPORTS TO: Deputy Directors, Social Services

RESPONSIBILITIES: Direct the process of certifying childcare home providers in conformance to federal, state, and county childcare regulations, policies, procedures and current child development theory; supervise contracts that support the agency's mandates and priorities related to child care certification and early childhood readiness initiatives. Maintain a comprehensive knowledge of program regulations and state laws governing child care certification and early childhood readiness programs. Oversee contract program monitoring to assure contracted services are being appropriately provided, that units of service purchased and performance standards are met and that purchased services correspond with the agency strategic plan; supervise record keeping and office practices; assign and distribute work; review worker's reports and correspondence; assess worker's progress; conduct performance evaluations. Conduct program training and technical assistance and implement corrective action for contracted providers. Prepare reports, memos, training packets, contract budgets, templates and policies and procedures as needed. Provide technical assistance to day care home providers in difficult or emergency situations; conduct problem solving conferences with providers; interpret child development concepts and governmental regulations to certification specialists and childcare providers. Participate in the planning coordination and supervision of county or ODJFS required in-service training for home childcare providers; conduct staff meetings and in-service training for certification specialist; formulate unit procedures; analyze directives from federal and state levels for implementation; prepare monthly and annual statistical reports on home provider activities. Participate in the planning coordination and supervision of county or ODJFS required in-service training for home childcare providers; conduct staff meetings and in-service training for certification specialist; formulate unit procedures; analyze directives from federal and state levels for implementation; prepare monthly and annual statistical reports on home provider activities.

MINIMUM QUALIFICATIONS: Bachelor's degree in business or related field with three years of office administrations or related experience; or any equivalent combination of training.

PREFERRED QUALIFICATIONS: Bachelor's degree in social work or related field with three years of social work, case management, or related experience; or any equivalent combination of training and experience.

STARTING SALARY: \$54,371-76,128 annually. 180 day probationary period.
Plus a Comprehensive Benefits Package

DATE POSTED: Friday, March 15, 2013

DEADLINE TO APPLY: Thursday, April 25, 2013

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line-
EOE-